

Foreign Labor Certification Checklist

- ✓ The position meets the qualifying criteria for the requested program and the duties should allow all qualified U. S. workers to apply.
- ✓ Complete the ETA form designated for the requested program. This may include the form and any supporting documentation (e.g., job description, resume of the applicant, etc.).
- ✓ The wage offered equals or exceeds the prevailing wage for the occupation in the area of intended employment.
- ✓ Include a foreign language requirement ONLY if it is pertinent to the job offer as a Foreign Language Teacher or Instructor, Interpreter, or Caption Writer. Otherwise, it will be considered a Special Skill.
- ✓ Working hours are normal to the occupation.
- ✓ Experience or education requirements are not excessive.
- ✓ All documentation is signed (Recruitment Report, Contacts with Unions).
- ✓ All required, appropriate information (payroll records, staffing level charts) are included in the file.
- ✓ Compliance issues effected upon receipt of a foreign labor certification are completely understood.
- ✓ Completed ETA form should be submitted to the designated Department of Labor office for the requested program (e.g., SWA, regional office or the national office).